



September 23, 2011

JOB OPPORTUNITY

If you are seeking a challenging position, we have the ideal job for you.

CLASSIFICATION: OFFICE TECHNICIAN (TYPING)

TENURE/TIME BASE: PERMANENT FULL TIME

BUREAU: CALIFORNIA RESEARCH BUREAU

MONTHLY SALARY: \$2686 - \$3264
(salary will be adjusted accordingly to comply with the Personal Leave Program 2010)

SUMMARY: The California Research Bureau (CRB) provides nonpartisan research services to the Governor and his staff, to both houses of the Legislature, and to other state elected officials. The Bureau also publishes an electronic notification service of new studies and reports about matters of current legislative or administration interest called Studies in the News.

DUTIES:

- Provides general administrative support for the Bureau including activities such as processing travel claims, making travel arrangements, scheduling appointments, acting as the Bureau's timekeeper, order supplies, and updating anti-virus files and backing-up the Bureau's computers.
- Assists Analyst in preparing Bureau reports, notes and presentations for reproduction and distribution. This includes copying, binding, labeling, and stuffing envelopes for mass mailings.
- Provides general clerical support for the Bureau. This includes activities such as typing, photocopying, arranging meetings and seminars, mail distribution, faxing documents, and developing and maintaining unit files.
- Handles phone requests appropriately and assists visitors.

DESIRABLE QUALIFICATIONS:

- Ability to communicate thoughts clearly orally, and in writing.
- Ability to work on multiple projects simultaneously.
- Ability to evaluate problems and follow through to workable solutions.
- Ability to learn a program contents and apply knowledge to job assignments.
- Ability to work at a varying level of complexity of duties.
- Ability to exhibit a positive and friendly service approach when dealing with customers.

KNOWLEDGE AND EXPERIENCE:

- Knowledge of effective oral communication techniques.
- Experience in performing detailed work accurately and efficiently using a variety of filing systems and working independently.
- Experience using personal computers and software packages.
- Experience in dealing tactfully with the public.
- Possess excellent typing and proofreading skills.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, 900 N Street, Sacramento, CA 94237-0001. Applications may also be delivered in person to the HRSO reception desk, Library & Courts Building II, 900 N Street, Suite 400. **All applicants must clearly indicate the basis for their eligibility in "Examination(s) or Job Title(s) for which you are applying" on the standard application form (STD 678). Applications will be accepted until filled. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY.** Applications will be screened and only the most qualified candidates will be interviewed. Any pending offer of employment that is not an intradepartmental lateral transfer or promotion will be subject to receiving hiring freeze exemption approval.

EQUAL OPPORTUNITY EMPLOYER